

**GUIDELINES FOR OBTAINING PROFESSIONAL LICENSE RENEWAL POINTS:  
A MINIMUM OF 90 POINTS REQUIRED  
Renewal of Professional and Professional School Service Personnel Licenses**

**POINTS**

1. Points are required to renew the license if the license is based on a Bachelor's degree.
2. Points are required to renew the license if the license is based on a Master's degree or above if the educator has taught less than five (5) years within the validity period of the license in a school approved by a state or accredited by an acceptable regional accrediting agency.
3. Applicable renewal points must have been earned after the last issue (or renewal) date of the license and not earlier than ten (10) years prior to the date the application is received in the licensing office. For example, a renewal application received in the licensing office during 2004 could include activities that were completed as early as 1994. A license cannot be renewed earlier than five (5) years prior to its expiration date. For example, a license that expires in 2009 can not be renewed before 3-01-04.

**ACTIVITIES**

1. Activities can not be part of the state funded in-service days and cannot be conducted during days and /or hours for which educators are already being paid by local education agencies (exception: activities completed on personal/professional days may be usable for TN public school educators).
2. The same activity conducted more than one time can be counted only one time; however one activity might be used to develop a new activity. Each new activity developed can only be counted one time. For example, information obtained from attending a workshop could be used for planning for the implementation of new classroom teaching strategies and/or a workshop/presentation for other teachers. *(Refer to the Point Scale on the Professional LICENSE RENEWAL COMPUTATION SHEET to determine number of points earned.)* **\*\* NOTE\*\* No activities completed during previous renewal cycle can be submitted for current renewal requirements.** For example, the renewal points earned to extend a license from 1998-2008 cannot be used to extend the license from 2008-2018. New activities must be completed each renewal cycle.
3. A total of 90 points must be earned. Activities must clearly relate to K-12 education or activities may be conducted by the educator in the capacity of leader/presenter or participant at the national, state, district, local or building level.
4. Professional License Renewal Computation Sheets must be completed and signed by the applicant and the person responsible for conducting the local evaluation of submitted points. Each activity must be listed on the computation sheet including name of activity, dates attended and points earned. (No attached lists will be accepted in lieu of the computation sheet) If more than one computation sheet is required, Part 1 must be completed on all pages submitted. **Do not submit supporting documents to SDE if employed in a TN public school system. Files with documentation must be kept by the educator and the person responsible for the local evaluation.** Note-The documents may be audited by the Department of Education at any time during the ten-year validity period of the license.
5. If you have earned points during a period in which you were **not employed** in a TN public school or **are employed** in a state approved private school, supporting documentation for each activity must be submitted with the renewal application and completed computation sheet. (No more than 2 pages of supporting documentation per activity should be submitted)

**COURSE WORK**

1. Course work must be earned in an acceptable regionally accredited institution. No more than four (4) semester hours in professional education (education or psychology) may be earned at a two (2) year college and/or at a four (4) year college/university holding only regional accreditation. THIS IS A LIFETIME LIMIT, NOT A LIMIT FOR EACH RENEWAL.
2. Course work must be reflected on an official transcript and accompany the Professional License Renewal Application. If course work and activities are completed, an official transcript must accompany the computation sheet listing all activities submitted. (If only coursework is submitted no computation sheet is required)
3. Credit earned at the undergraduate level must be in professional education (education or psychology courses) or in an area of endorsement on the license, or in computer science/computer technology or any foreign language. If the courses are not in a current area of endorsement on the existing license, the educator must complete all course requirements for adding the additional endorsement at the time application is submitted for renewal. Graduate courses may be in any area that is clearly related to public education. If the courses are taken at an out of state institution, educator will need to obtain prior approval of course work.